

# Corrective Action Tracking System (CATS)



## Data Dictionary

Version 3

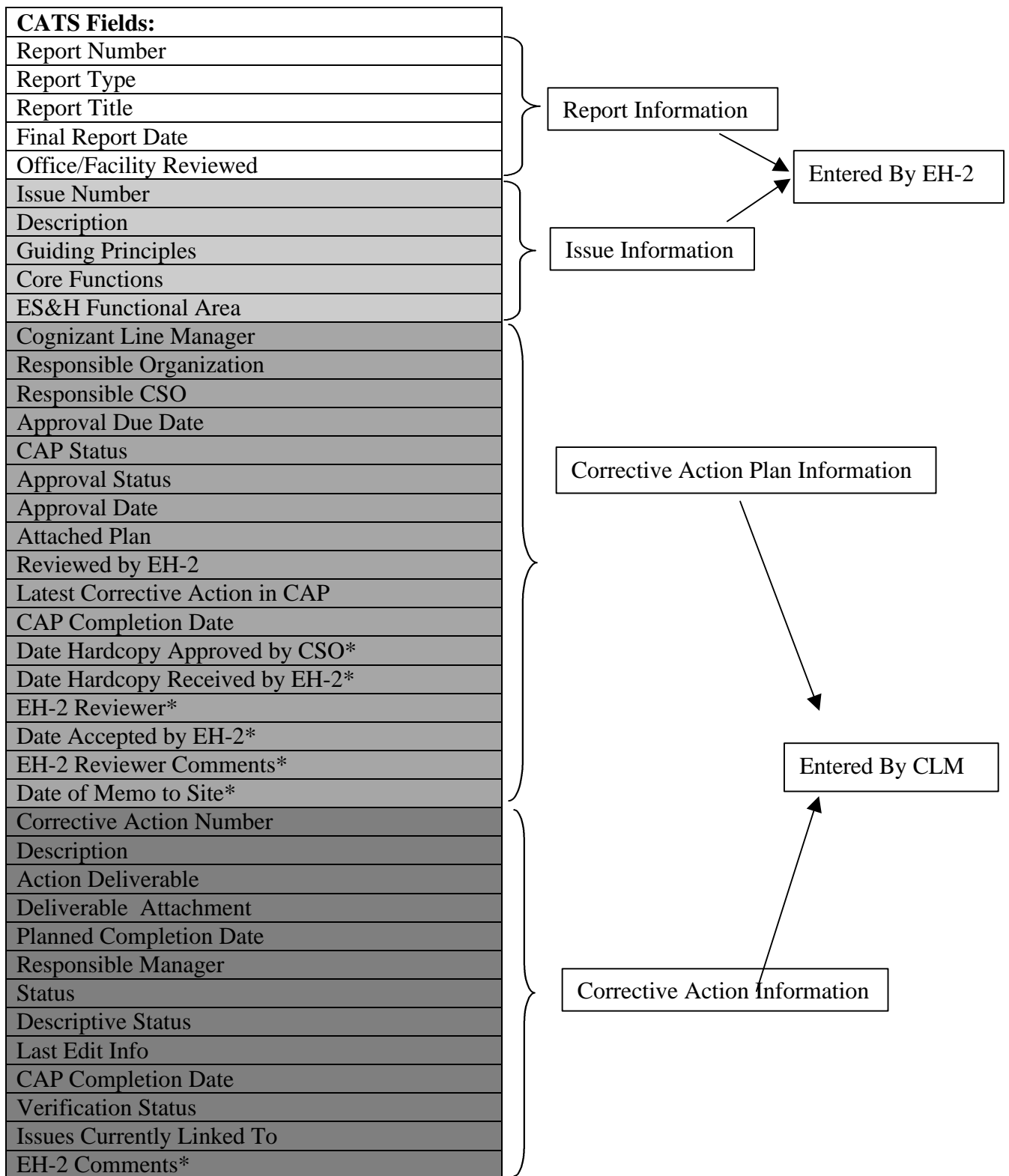
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## Section 1 – Field/Form Diagram

The diagram on the next page is a representation of the CATS major design elements. CATS contains four forms, represented by shading differentials, and forty fields. Each field name appears within its parent form. The form names and responsible office (EH-2 or Cognizant Line Manager - CLM) appear on the right-hand side of the diagram.



\* These fields are used by EH-2 for internal record-keeping and are not visible on the CAP Web site

## Section 2 – Data Characterization

This section contains a brief description of the type of data that are to be entered into CATS. Some procedural information has been added for clarification of workflow.

### 2.1 Data Entry by the Office of Oversight

The Office of Oversight enters the following fields, related to Source Reports and Issues. (Process guidelines: EH-2 should enter the following information into the CATS database not later than 3 working days after an applicable report is approved and issued.)

#### Note

*\* Indicates that once data are entered by the user and the document is saved, the field can no longer be edited. System-generated fields are not editable by the user.*

*\*\* This does not apply to Legacy Reports.*

#### **R -1, Report Number**

A unique Report identifier.

(Note: This field is system-generated, using a multi-letter site code that corresponds to the **Office/Facility Reviewed**, a time stamp (MM/DD/YYYY) derived from the **Final Report Date**, a four digit sequential number (0001), a one character Alpha identifier, followed by a two or three character code that identifies the type of report. All components are separated by a hyphen. (E.g. BPA-06/01/1997-0001-R-EH2)

#### **\*R-2, Report Type**

The type of Report; options are **Type A**, **EH-2**, or **Self-assessment**

#### **\*R-3, Report Title**

The title of the Office of Oversight report as it appears on the issued report, study, evaluation, accident investigation, or other applicable feedback mechanism.

#### **\*R-4, Final Report Date**

The date of the final approved Office of Oversight report as it appears on the issued report, study, evaluation, accident investigation, or other applicable feedback mechanism. This date is used to calculate the **Corrective Action Plan Approval Due Date** (CAP-4).\*\*

#### **\*R-5, Office/Facility Reviewed**

The primary field or headquarters element reviewed by the Office of Oversight as described in the final approved report, study, evaluation, accident investigation, or other applicable feedback mechanism. (See Appendix A for a list of primary field and headquarters elements.)

**\*I -1, Issue Number**

A unique issue identifier. This number relates to the appropriate report.

(Note: This field is system-generated, using a multi-letter site code that corresponds to the **Office/Facility Reviewed**, a time stamp (MM/DD/YYYY) derived from the **Final Report Date**, a four digit sequential number (0001), followed by a one character Alpha identifier. All components are separated by a hyphen. (E.g. BNL-04/17/1999-0001-I)

**\*I -2, Description**

A concise statement of the safety finding, problem, judgment of need, or deficiency, to be addressed and resolved by the line management. Where possible, the issue description should be taken verbatim from the final approved report, study, evaluation, accident investigation, or other applicable feedback mechanism.

**\*I -3, Guiding Principles**

This is a multi-value field that may have up to three values. (Note: See Appendix A for a list of Guiding Principles.)

**\*I -4, Core Functions**

This is a single value field. (Note: See Appendix A for a list of Core Functions.)

**\*I -5, ES&H Functional Area**

This is a single value field. (Note: See Appendix A for a list of ES&H Functional Areas.)

## **2.2 Data Entry by Line Management**

Line Management (Headquarters or Field) enters the following information as it becomes available:

**\*CAP-1, Cognizant Line Manager (CLM)**

The name of the DOE manager assigned as responsible for preparation and implementation of the overall Corrective Action Plan in response to the subject final approved report, study, evaluation, accident investigation, or other applicable feedback mechanism.

**\*CAP-2, Responsible Organization**

The DOE organization that the cognizant line manager represents; an operations, area, field, or headquarters office. (Note: See Appendix A for a list of Responsible Organizations.)

**\*CAP-3, Responsible CSO**

The line management Cognizant Secretarial Officer who has approval authority for the Corrective Action Plan, regardless of whether this authority has been delegated. (Note: See Appendix A for a list of Responsible CSOs.)

**\*CAP-4, Approval Due Date**

The date an approved Corrective Action Plan is due. This date is sixty calendar days from the **Final Report Date**. This field is system-generated.\*\*

**CAP-5, CAP Status**

A description of the status on ongoing activities including, as relevant, identification as to whether the target date is at risk, estimated completion date if other than the approved target completion date, and any other relevant remarks.

**CAP-6, Approval Status**

Indicates current status of the Corrective Action Plan. The status is either Approved or Pending Approval. The default is Pending Approval; when an **Approval Date** (CAP-6, below) is entered; the status should be changed to Approved.

**\*CAP-7, Approval Date**

The date that the approval authority approves the Corrective Action Plan. The main purpose of this date is to provide an appropriate reference for the corrective actions described below. (Note: Corrective Action Plans are to be approved within 60 days of issuance of oversight reports. If Corrective Action Plans are subsequently revised and re-approved for any reason, including disposition of EH-2 comments or revision to the planned approach and target schedule, a revised Corrective Action Plan must be submitted.)

**\*CAP-8, Attached Plan**

An electronic (typically a wordprocessing file) version of the approved Corrective Action Plan may be attached in this field. (This is an optional field)

**CAP-9, Reviewed by EH-2**

Indicates whether EH-2 has completed its review of a Corrective Action Plan. The status is either Yes or No. The default is No.

**\*CAP-10, Latest Corrective Action in CAP**

The date of the most recent Corrective Action as described in the approved Corrective Action Plan.

**CAP-11, CAP Completion Date**

The date on which the cognizant line manager determines that all corrective actions in the approved Corrective Action Plan have been completed and independently verified. This field also indicates that all issues identified in the Oversight report are resolved by the completed corrective actions.

*The following CAP fields are used by EH-2 for internal record-keeping and are not visible on the CAP Web site:*

**CAP-12, Date Hardcopy Approved by CSO**

The date on which the Cognizant Secretarial Officer approved the hard copy of the Corrective Action Plan, as shown by his/her signature date.

**CAP-13, Date Hardcopy Received by EH-2**

The date on which EH-2 received the hard copy of the Corrective Action Plan.

**CAP-14, EH-2 Reviewer**

The person within EH-2 who reviewed the submitted Corrective Action Plan.

**CAP-15, Date Accepted by EH-2**

The date on which EH-2 accepted the Corrective Action Plan.

**CAP-16, EH-2 Reviewer Comments**

A summary of the primary comments made by the EH-2 Reviewer of the Corrective Action Plan.

**CAP-17, Date of Memo to Site**

The date on which EH transmitted a memorandum to the Site, with comments on the Corrective Action Plan.

**\*CA-1, Corrective Action Number**

A unique corrective action identifier. This number relates to associated issues under a specific report.

(Note: This field is system generated, using a multi-letter site code that corresponds to the **Office/Facility Reviewed**, a time stamp (MM/DD/YYYY) derived from the **Final Report Date**, an alpha-numeric Issue identifier, a four digit sequential number (0001), followed by a one character Alpha identifier. All components are separated by a hyphen.

E.g. BNL-04/17/1999-I0001-0001-A)

**\*CA-2, Description**

A description of the planned, approved corrective action, as described in the approved Corrective Action Plan.

**\*CA-3, Action Deliverable**

A planned product that provides objective evidence that the corrective action is fulfilled, as described in the approved Corrective Action Plan.

**\*CA-4, Deliverable Attachment**

An electronic version of the **Action Deliverable**. (This field is optional)



**\*CA-5, Planned Completion Date**

The estimated completion date for the corrective action, as described in the approved Corrective Action Plan.

**CA-6, Responsible Manager**

The name of the manager responsible for preparation and implementation of the corrective action.

**CA-7, Status**

Open or Complete, as determined by the cognizant line manager. The default is Open.

**CA-8, Descriptive Status**

A description of the status on ongoing activities including, as relevant, identification as to whether the target date is at risk, estimated completion date if other than the approved target completion date, and any other relevant remarks.

**\*CA-9, Last Edit Info**

The date for which the corrective action status and descriptive status are valid. This field is system-generated

**CA-10, Completion Date**

The date on which the corrective action was completed.

**CA-11, Verification Status**

Yes or No. This reflects whether or not line management has verified that the corrective action reported to be complete is indeed complete, consistent with the description in the approved Corrective Action Plan.

**CA-12, Issues Currently Linked To**

A list of Issues associated with this Action.

*The following Corrective Action field is used by EH-2 for internal record-keeping and is not visible on the CAP Web site:*

**CA-13, EH-2 Comments**

Comments made by cognizant ES-2 staff on this Action.

*\* Indicates that once data are entered by the user and the document is saved, the field can no longer be edited. System-generated fields are not editable by the user.*

*\*\* This does not apply to Legacy Reports.*

## Section 3 – Field Specifications for CATS

<u>Field: R-1</u>	<u>Report Number</u>
Field type:	Text (Computed)
Format:	A multi-letter site code that corresponds to the <b>Office/Facility Reviewed</b> , a time stamp (MM/DD/YYYY) derived from the FINAL REPORT DATE field, a four digit sequential number (0001), a one character Alpha identifier, followed by two or three character code that identifies the type of report. All components are separated by a hyphen.)
Function:	A unique issue identifier
Characterization:	System Generated An Alpha/Numeric ID Can be used for sorting and searching

<u>Field: R-2</u>	<u>Report Type</u>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	The type of source report issued
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords Cannot accommodate file attachments
Keyword User Interface:	Drop-down arrow

<u>Field: R-3</u>	<u>Report Title</u>
Field type:	Text
Format:	Text
Function:	Text description of Report Title
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments

<u>Field: R-4</u>	<u>Final Report Date</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date of the final Office of Oversight report
Characterization:	Can be used for sorting and searching Can be used in Time field calculations Cannot accommodate file attachments

<a href="#"><u>Field: R-5</u></a>	<a href="#"><u>Office/Facility Reviewed</u></a>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	The primary field or headquarters element reviewed by the Office of Oversight
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords Cannot accommodate file attachments.
Keyword User Interface:	Drop-down arrow

<a href="#"><u>Field: I-1</u></a>	<a href="#"><u>Issue Number</u></a>
Field type:	Text (Computed)
Format:	A multi-letter site code that corresponds to the <b>Office/Facility Reviewed</b> , a time stamp (MM/DD/YYYY) derived from the FINAL REPORT DATE field, a four digit sequential number (0001), followed by a one character Alpha identifier. All components are separated by a hyphen.)
Function:	A unique issue identifier
Characterization:	System Generated An Alpha/Numeric ID Can be used for sorting and searching

<a href="#"><u>Field: I-2</u></a>	<a href="#"><u>Description</u></a>
Field type:	Text
Format:	Text
Function:	A concise statement of the Issue.
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments

<a href="#"><u>Field: I-3</u></a>	<a href="#"><u>Guiding Principles</u></a>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	Identifies the Guiding Principles for each Issue
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Can include multiple, up to three, keywords
Keyword User Interface:	Drop-down arrow

<a href="#"><u>Field: I-4</u></a>	<a href="#"><u>Core Functions</u></a>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	Identifies the Core Function for each Issue
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow

<a href="#"><u>Field: I-5</u></a>	<a href="#"><u>ES&amp;H Functional Area</u></a>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	Identifies the Functional Area for each Issue
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow

<a href="#"><u>Field: CAP-1</u></a>	<a href="#"><u>Cognizant Line Manager</u></a>
Field type:	Text
Format:	Text
Function:	Name of the DOE Manager responsible for CAP preparation/implementation
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments

<a href="#"><u>Field: CAP-2</u></a>	<a href="#"><u>Responsible Organization</u></a>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	The DOE organization that the responsible manager represents
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow

<a href="#"><u>Field: CAP-3</u></a>	<a href="#"><u>Responsible CSO</u></a>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	The headquarters program office that has CAP approval authority
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow
<a href="#"><u>Field: CAP-4</u></a>	<a href="#"><u>Approval Due Date</u></a>
Field type:	Time
Format:	MM/DD/YY
Function:	The date an approved Corrective Action Plan is due. This date is sixty calendar days from the final report date.(This does not apply to Legacy Reports)
Characterization:	Can be used for sorting and searching Can be used in Time field calculations
<a href="#"><u>Field: CAP-5</u></a>	<a href="#"><u>CAP Status</u></a>
Field type:	Text
Format:	Text
Function:	A description of the status of ongoing activities
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments
<a href="#"><u>Field: CAP-6</u></a>	<a href="#"><u>Approval Status</u></a>
Field type:	Keyword (Computed)
Format:	Keyword list (drop-down menu)
Function:	Indicates current status of the Corrective Action Plan. The status is either Approved or Pending Approval. The default is Approved; when a Corrective Action Plan approval date is entered, the status should be changed to completed
Characterization:	Can be used for sorting and searching Cannot include keywords not in list
Keyword User Interface:	Drop-down arrow
Allowable Keywords:	Approved; Pending Approval
<a href="#"><u>Field: CAP-7</u></a>	<a href="#"><u>Approval Date</u></a>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date CAP approved by approval authority
Characterization:	Can be used for sorting and searching Can be used in Time field calculations

<a href="#"><u>Field: CAP-8</u></a>	<a href="#"><u>Attached Plan</u></a>
Field type:	Rich Text
Format:	Text, File Attachments
Function:	Electronic version of the CAP is placed here
Characterization:	Cannot be used for sorting Can be used for searching, text only Can accommodate text and file attachments
<a href="#"><u>Field: CAP-9</u></a>	<a href="#"><u>Reviewed by EH-2</u></a>
Field type:	Keyword
Format:	Keyword list, (drop-down menu)
Function:	Indicates current status of the EH-2 Review of the Corrective Action Plan. The status is either open or complete. The default is Open.
Characterization:	Can be used for sorting and searching
Keyword User Interface:	Drop-down arrow
Allowable Keywords:	Open Complete
<a href="#"><u>Field: CAP-10</u></a>	<a href="#"><u>Latest Corrective Action in CAP</u></a>
Field type:	Time (Computed)
Format:	MM/DD/YYYY
Function:	Date Line indicates the date of the most recent Corrective Action as described in the CAP.
Characterization:	Field is visible only to EH-2 staff; used for internal management only.
<a href="#"><u>Field: CAP-11</u></a>	<a href="#"><u>CAP Completion Date</u></a>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date Line determines all corrective actions have been completed and verified
Characterization:	Can be used for sorting and searching Can be used in Time field calculations
<a href="#"><u>Field: CAP-12</u></a>	<a href="#"><u>Date Hardcopy Approved by CSO</u></a>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date Line indicates when CSO approved the Corrective Action Plan, as indicated by date of signature on hard copy of CAP transmitted to EH-2.
Characterization:	Field is visible only to EH-2 staff; used for internal management only.

<u>Field: CAP-13</u>	<u>Date Hardcopy Received by EH-2</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date Line indicates when EH-2 received the hard copy of the Corrective Action Plan.
Characterization:	Field is visible only to EH-2 staff; used for internal management only.

<u>Field: CAP-14</u>	<u>EH-2 Reviewer</u>
Field type:	Text
Format:	Text
Function:	Indicates the name of the EH-2 person who reviewed the Corrective Action Plan.
Characterization:	Field is visible only to EH-2 staff; used for internal management only.

<u>Field: CAP-15</u>	<u>Date Accepted by EH-2</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date Line indicates when EH-2 accepted the Corrective Action Plan.
Characterization:	Field is visible only to EH-2 staff; used for internal management only.

<u>Field: CAP-16</u>	<u>EH-2 Reviewer Comments</u>
Field type:	Rich Text
Format:	Rich text, file attachment allowed
Function:	A summary of primary comments on the CAP made by the EH-2 Reviewer, is placed here.
Characterization:	Field is visible only to EH-2 staff; used for internal management only.

<u>Field: CAP-17</u>	<u>Date of Memo to Site</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date Line indicates when EH-2 transmitted a memorandum to the Site with comments on the Corrective Action Plan.
Characterization:	Field is visible only to EH-2 staff; used for internal management only.

<u>Field: CA-1</u>	<u>Corrective Action Number</u>
Field type:	Text (Computed)
Format:	This field is system generated, using a multi-letter site code that corresponds to the <b>Office/Facility Reviewed</b> , , a time stamp (MM/DD/YYYY) derived from the <b>Final Report Date</b> , an alpha-numeric Issue identifier, a four digit sequential number (0001), followed by a one character Alpha identifier. All components are separated by a hyphen.
Function:	A unique corrective action identifier
Characterization:	System Generated An Alpha/Numeric ID Can be used for sorting and searching
<u>Field: CA-2</u>	<u>Description</u>
Field type:	Text
Format:	Text
Function:	A description of the planned, approved corrective action
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments
<u>Field: CA-3</u>	<u>Deliverable</u>
Field type:	Text
Format:	Text
Function:	A planned product that provides objective evidence of Corrective Action fulfillment
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments
<u>Field: CA-4</u>	<u>Deliverable Attachments</u>
Field type:	Rich Text
Format:	Text, File Attachments
Function:	Electronic version of the Action Deliverable is placed here
Characterization:	Cannot be used for sorting Can be used for searching, text only Can accommodate text and file attachments



<u>Field: CA-5</u>	<u>Planned Completion Date</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Estimated Completion Date of the Corrective Action
Characterization:	Can be used for sorting and searching Can be used in Time field calculations
<u>Field: CA-6</u>	<u>Responsible Manager</u>
Field type:	Text
Format:	Text
Function:	Name of the DOE Manager responsible for Corrective Action preparation and implementation
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments
<u>Field: CA-7</u>	<u>Status</u>
Field type:	Keyword
Format:	Keyword list, (drop-down menu)
Function:	Open or Complete, as determined by the Cognizant Line Manager; the default is Open
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow
Allowable Keywords:	Open; Complete
<u>Field: CA-8</u>	<u>Descriptive Status</u>
Field type:	Text
Format:	Text
Function:	A description of the status of ongoing activities
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments
<u>Field: CA-9</u>	<u>Last Edit Info</u>
Field type:	Time (Computed)
Format:	MM/DD/YY
Function:	Records the date of the last system edit and user name
Characterization:	System-generated Cannot be used for sorting and searching Cannot be used in Time field calculations

<u>Field: CA-10</u>	<u>Completion Date</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date the Corrective Action was completed
Characterization:	Can be used for sorting and searching Can be used in Time field calculations
<u>Field: CA-11</u>	<u>Action Verification Status</u>
Field type:	Keywords
Format:	Keyword List
Function:	Line verification status
Characterization:	Can be used for sorting and searching. Can be used in Time field calculations
Keyword User Interface:	Radio Buttons
Allowable Keywords:	Yes; No
<u>Field: CA-12</u>	<u>Issues Currently linked to</u>
Field type:	Computed
Format:	Text
Function:	A list of Issues associated with an Action
Characterization:	Cannot be used for sorting and searching
<u>Field: CA-13</u>	<u>EH-2 Comments</u>
Field type:	Rich Text
Format:	Rich text, file attachment allowed
Function:	Comments made by EH-2 on the specific Action are placed here.
Characterization:	Field is visible only to EH-2 staff; used for internal management only.

## APPENDIX A – Keyword Values

### Keyword Name: Office/Facility Reviewed

<b>Keyword Value: SITE</b>	<b>SITE CODE</b>
Alaska Power Administration	APA
Ames Group	AG
Argonne National Laboratory - East	ANLE
Argonne National Laboratory - West	ANLW
Bonneville Power Administration	BPA
Brookhaven National Laboratory	BN L
DOE-Wide	DOEW
East Tennessee Technology Park	ETTP
Ernest Orlando Lawrence Berkeley National Laboratory	EOLB
Fermi National Accelerator Laboratory	FNAL
Fernald Environmental Management Project	Fernald
Hanford Site	HS
Idaho National Engineering & Environmental Laboratory	INEL
Kansas City Plant	KCP
Knolls Atomic Power Laboratory	KAPL
Lawrence Livermore National Laboratory	LLNL
Los Alamos National Laboratory	LANL
Los Alamos Neutron Science Center	LANSC
Miamisburg Environmental Management Project	MEMP
Mound Facility	Mound
Nevada Operations Office	NV
Nevada Test Site	NTS
Oak Ridge K-25 Site	ETTP
Oak Ridge National Laboratory	ORNL
Oak Ridge Operations Office	ORO
Oak Ridge Y-12 Site	Y-12
Oakland	Oakland
Office of River Protection	ORP
Pacific Northwest National Laboratory	PNNL
Paducah Gaseous Diffusion Plant	PGDP
Pantex Plant	PP
Portsmouth Gaseous Diffusion Plant	PCRTS
Richland	RL
Rocky Flats Environmental Technology Site	RFETS
Roswell	Roswell
Sandia National Laboratory - Albuquerque	SNLAL
Sandia National Laboratory - Livermore	SNLCA
Savannah River Site	SRS
Southeastern Power Administration	SEPA
Southwestern Power Administration	SW
Strategic Petroleum Reserve Site	SPR

<b>Keyword Value: SITE (continued)</b>	<b>SITE CODE</b>
Transportation Safeguards Division	TSD
Waste Isolation Pilot Plant	WIPP
West Valley Demonstration Project	WVDP
Western Area Power Administration	WAPA
Yucca Mountain	YMP

### **Keyword Name: Report Type**

#### **Keyword Values:**

Type A  
EH-2  
Self-assessment  
Emergency Management

### **Keyword Name: Guiding Principles**

#### **Keyword Values:**

1. Line Management Responsibility for Safety
  2. Clear Roles and Responsibilities
  3. Competence Commensurate with Responsibilities
  4. Balanced Priorities
  5. Identification of Safety Standards and Requirements
  6. Hazard Controls Tailored to Work Being Performed
  7. Operations Authorization
- Not Assigned

### **Keyword Name: Core Function**

#### **Keyword Values:**

1. Define the Scope of Work
  2. Analyze Hazards
  3. Develop and Implement Hazard Controls
  4. Perform Work within Controls
  5. Provide Feedback and Continuous Improvement
- Not Assigned

**Keyword Name: ES&H Functional Areas**

**Keyword Values:**

Air Quality Protection  
Authorization Basis  
Aviation Safety  
Chemical Safety  
Conduct of Operations  
Construction  
Criticality Safety  
Decontamination and Decommissioning  
DOE Directives/Requirements and Regulations  
Electrical Safety  
Emergency Management  
Emergency Preparedness  
Engineering  
Environmental Protection  
Explosive Safety  
Fire Safety  
Hazardous Waste Operations  
Industrial Hygiene  
Industrial Safety  
Maintenance  
Management Systems  
Mine Safety  
N/A  
Nuclear Safety  
Occupational Medicine  
Packaging and Transportation  
Personnel Security(PS)  
Policies and Procedures  
Quality Assurance  
Radiological Control  
Roles Responsibilities and Authorities  
Subcontractor Safety  
Toxic Substances  
Training  
Transportation Safety  
Vehicle Safety  
Waste Management  
Waste Minimization and Pollution Prevention  
Water Quality Protection  
Work Planning and Control

**Keyword Name: Responsible Organizations**

**Keyword Values:**

AL - Albuquerque Operations Office  
CAO – Carlsbad Area Office  
CH - Chicago Operations Office  
DP - Office of the Assistant Secretary for Defense Programs  
EE - Office of Energy Efficiency & Renewable Energy  
EH - Office of the Assistant Secretary for Environment, Safety, and Health  
EM - Office of the Assistant Secretary for Environmental Management  
FE - Office of the Assistant Secretary for Fossil Energy  
FM - Field Management  
ID - Idaho Operations Office  
MA – Office of Management and Administration  
NE - Office of Nuclear Energy  
NN - Office of Nonproliferation and National Security  
NV - Nevada Operations Office  
OA – Office of Independent Oversight and Performance Assurance  
OC – Office of Civilian Radioactive Waste Management  
OH - Ohio Field Office  
OK - Oakland Operations Office  
OR - Oak Ridge Operations Office  
PA - Power Administrations  
PNRO - Pittsburgh Naval Reactors Office  
RFFO - Rocky Flats Field Office  
RL - Richland Operations Office  
SC - Office of Science  
SNRO - Schenectady Naval Reactors Office  
SPR - Strategic Petroleum Reserve Site  
SRO - Savannah River Operations Office

**Keyword Name: CSO**

**Keyword Values:**

S - Office of the Secretary of Energy  
DS - Office of the Deputy Secretary  
US - Office of the Under Secretary  
AB - Office of the Secretary of Energy Advisory Board  
BPA - Bonneville Power Administration  
CP - Assistant Secretary for Congressional, Public and Intergovernmental Affairs  
CR - Chief Financial Officer  
DP - Assistant Secretary for Defense Programs  
ED - Office of Economic Impact and Diversity  
EE - Assistant Secretary for Energy Efficiency and Renewable Energy  
EH - Assistant Secretary for Environment, Safety and Health  
EI - Energy Information Administration  
EM - Assistant Secretary for Environmental Management  
FE - Assistant Secretary for Fossil Energy  
FM - Office of the Associate Deputy Secretary for Field Management  
GC - Office of the General Counsel  
HG - Office of Hearing and Appeals  
IG - Office of the Inspector General  
MA – Office of Management and Administration  
MD - Office of Fissile Materials Disposition  
NE - Office of Nuclear Energy  
NN - Office of Nonproliferation and National Security  
PO - Assistant Secretary for Policy  
QM - Office of Quality Management  
RW - Office of Civilian Radioactive Waste Management  
SC - Office of Science  
WAPA - Western Area Power Administration  
WT - Office of Worker and Community Transition